

UTAH AIR NATIONAL GUARD

ANNOUNCEMENT #		DATE
AIR 15-530a		9 July 2015
POSITION TITLE	MAXIMUM GRADE	AFSC
Command Post Controller	TSgt/E-6	1C371
LOCATION OF POSITION		AREA OF CONSIDERATION
151 st ARW, SLC, Utah		Nationwide
VACANCY REQUIREMENTS		
Enlisted		Male/Female
OPENING DATE		CLOSING DATE
9 July 2015		11 August 2015
* Must hold at least a 5 level in the AFSC *		
AMMENDED AREA OF CONSIDERATION		

UTAH NATIONAL GUARD
FULL-TIME VACANCY
ANNOUNCEMENT
SUBMIT APPLICATION TO:

UTAH NATIONAL GUARD
ATTN: HRO-AGR-Air
12953 S. Minuteman Drive
DRAPER, UTAH 84020-9286

TELEPHONE: (801) 432-4237

APPLICATIONS SUBMITTED IN POSTAGE
PAID FEDERAL ENVELOPES ARE IN
VIOLATION OF 18 USC SECTION 1719 AND
WILL NOT BE CONSIDERED.

FAXED APPLICATIONS WILL NOT BE
ACCEPTED.
<http://www.ut.ngb.army.mil/hro>

A. ELIGIBILITY REQUIREMENTS:

- Enlisted personnel must possess an AFSC compatible with SPMD upon selection for AGR duty. If there are no applicants who have the required AFSC, then the applicant must sign an agreement to retrain. Enlisted grades SrA (E-4) or below must possess an awarded three or higher skill level in the AFSC. Enlisted grades SSgt (E-5) or higher must possess an awarded five or higher skill level in the AFSC. **EXCEPTION:** Enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level AFSC in the advertised duty AFSC. An AGR not possessing the advertised AFSC must meet the minimum eligibility requirements for the AFSC and must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- Must meet physical qualifications outlined in AFI 48-123.
- Applicants receiving or eligible to immediately receive a federal retirement annuity or a state annuity for service as National Guard technicians are not eligible for entry on an AGR tour.
- Applicant for the AGR program should be able to complete 20 years of active federal service prior to reaching mandatory separation. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding indicating that they will not qualify for a regular retirement.
- Applicant may not be selected for an initial AGR tour in grades E-8, E-9, O-4, O-5, or O-6 without approval from HRO.
- Applicant must not have been previously separated for cause from active duty or a previous AGR tour.
- Applicant's military grade cannot exceed the maximum military grade authorized. An over-grade applicant must indicate in writing a willingness to be administratively reduced in grade when assigned to the position.
- If selectee is receiving an incentive/reenlistment bonus, contact the Military Personnel Flight Retention Office, 245-2441.
- Any enlisted Airmen applying for a commissioning opportunity announcement must be qualified for commissioning at the time of application IAW ANGI 36-2005, Appointment of Officers in the Air National Guard of the United States and as Reserves of the Air Force. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.

B. APPLICATION PROCEDURES: (Individuals who meet the basic qualification requirements must submit, as a minimum, the following forms):

- NGB 34-1, *Application for Active Guard/Reserve (AGR) Position*
- Current Report of Individual Person (RIP) (may be obtained from vMPF at <https://ww3.afpc.randolph.af.mil/vmpf>)
- Most recent *Report of Individual Fitness* from Air Force Fitness Management System (AFFMS) (https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home)

IMPORTANT!!!

Please read DISCLAIMER: You the applicant are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your packet is incomplete. When the qualification records are completed for the supervisor, the decision is final. Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents.

YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.

OTHER:

- If selected, individual must have a current physical exam IAW AFI 160-43.
- As a condition of employment, the selectee agrees to attend all Unit Training Assemblies (UTA) and Annual Training (AT) with his or her unit of assignment.
- The basic duties, responsibilities and qualifications are described on the reverse.

SELECTING SUPERVISOR: SMSgt Darren West

VICE: TSgt Bryan Johnson

APPLICATIONS MUST ARRIVE AT THE HUMAN RESOURCE MANAGEMENT OFFICE NO LATER THAN 1630 HOURS ON THE ABOVE CLOSING DATE.

General: Experience, education, or training which demonstrates the applicant's ability to interpret, explain, and/or apply a variety of regulations and procedures.

BRIEF JOB DESCRIPTION: This position is located in the Wing Command Post (Command and Control Section) of a KC-135 Air Refueling Wing. The unit supports wing aerial refueling missions involving USAF, AFRES, and ANG flying units involving numerous types of military and military training missions. The types of missions and aircraft supported include every type and variety of air refuelable aircraft in the Air Force inventory including fighters, heavy airlift, and tactical bombers. This position plays an integral part in mission scheduling, mission planning, involving both aircrews, as well as contact with aircraft during the mission. The primary purpose is to effectively manage, direct and oversee the operation of command and control processes at the wing command post. Incumbent makes assignments, implements mission changes, ensures the work of the command post is carried out in an efficient and timely manner, and oversees all command and control training programs. Serves as the command and control subject matter expert for all wing activities. In addition, has primary responsibility to manage the wing's Status of Resources and Training Systems (SORTS) program. Establishes local procedures in compliance with command and control policies of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command (AMC), United States Strategic Command (USSTRATCOM), National Guard Bureau (NGB), and federal. Responsible for writing mission plans in support of the wing's missions. Develops and constructs aircrew Quick Reaction Books (QRB) and operational reports package to support the mission. Manages and supervises the daily activities of the command post to include flying operations, console operations, administration, and training. Negotiates memorandum of understanding (MOU) with various agencies as required. Develops procedures for emergencies and contingencies such as evacuation, bomb threat, etc. Serves as the COMSEC Responsible Officer (CRO) for the command post COMSEC user account. Periodically reviews, validates, and projects COMSEC requirements to ensure required materials are in place to support the evolving missions. Ensures personnel are properly trained in the use of the COMSEC materials and procedures. Serves as the Top Secret Control Officer (TSCO) for the wing's Top Secret Account. Advises commander on status of all reportable events to include operational, Strategic Force Accounting Module (SFAM), situational reporting (SITREP), and Status of Resources and Training System (SORTS). Develops initial budgetary requirements, programs available dollars and identifies unfunded requirements to support command post supplies, equipment, training, and travel based on mission tasking as well as fixed base operations. Plans the work schedule to support operational events on a 24-hour basis to include the scheduling of personnel leave. Performs other duties as assigned.